

**TOWN OF HAMILTON
BOARD OF SELECTMEN
AUGUST 12, 2013**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, August 12, 2013 with Marc Johnson, Jeff Hubbard, David Neill, Jennifer Scuteri, Scott Maddern present. Town Manager Michael Lombardo and Finance Director Deborah Nippes-Mena also present.

Call to order

Chair Marc Johnson called the meeting to order at 7:00 p.m.

Public Comment

None.

Town Manager's report

Town Manager Michael Lombardo reported that 20-hour a week Administrative Assistant position for the Recreation Department would be posted. The job has a flexible schedule and involves clerical duties, working with the public, and requires candidate to have MS office suite skills including Publisher.

Chairman/Selectmen reports

David Neill commented on Hamilton Development Corporation meeting held with downtown residents where focus was on how people felt and improvements they would like to see in the downtown with emphasis on improving the tax base as well as the downtown. He noted that October 3 is the date for the HDC's first public meeting.

Jeff Hubbard described how there are two new businesses downtown including Cape Fish fly fishing gear and apparel store and that Tom Moulton has purchased the former Mike's Auto site for his landscaping business. He thanked people for helping to clean up the downtown and inquired if funds would be budgeted for this purpose moving forward. Also, Hubbard asked if the Patton Park pool committee had been notified that the committee was disbanded. In addition, he asked that provisions be put in place for allowing hounds in the

hounds and horse parade planned for September or October and Town officials suggested this topic be discussed under new business.

Scott Maddern mentioned that the Finance and Advisory Committee is looking for another member, Council on Aging facility policy, and open spot on Joint Recreation Board. Johnson noted that tentatively scheduled on September 4 is an all land use board meeting including the HDC.

CONSENT AGENDA

Johnson read the items on the consent agenda.

Patton Park Playground Committee – Emily Sumner and Holly Regan request the use of the playground to host a Grand Opening Celebration on August 29 and additionally to hang a corporate “thank you” banner for 3 more months.

Lombardo spoke to actions taken to finalize completion of playground including issuing notice to liquidate damages (i.e., \$8,000) for overrun of time to do the job.

One Day Liquor Licenses

Henry’s Food, Inc. for an event at Myopia Schooling Fields, Bay Road, Saturday, August 31, 2013 and for an event at Myopia Polo Fields, Bay Road, Sunday, September 8, 2013.

St. John’s Episcopal Church for an event at Green Meadow Farm, 654 Asbury Street, Saturday, September 14, 2013.

Reappointments to Boards, Offices and Committees

Appointments:

Hamilton Wenham Cultural Council Krista Veeneema to fill a vacancy. The term expires June 30, 2016.

Planning Board Jeremy Melick to fill seat vacated by Joe Orlando. The term expires April 10, 2014, Town Election Day.

ZBA Kim Dietel to fill seat vacated by Jane Lyman. The term expires June 30, 2015.

Johnson suggested thank you letters be sent to the board members leaving their posts thanking them for their service

Minutes: July 29, 2013 – Regular Session

Johnson put a hold on voting on these minutes until he and Hubbard had a chance to review.

Neill moved to approve the Consent Agenda except for the last item, July 29, 2013 minutes. Scuteri seconded the motion. VOTE: Unanimous.

AGENDA

Mary Beth Lawton, COA Director will present proposed **Senior Center Building Use policy** and receive feedback

Lawton discussed guidelines for proposed Senior Center Building Use policy noting that the building is currently booked through Town Clerk Jane Wetson and this process can be confusing. She highlighted what the building is used for including Town boards and committees but no outside groups. The proposal is to request use of the building through email and/or telephone call where scheduling would be based on first come, first served basis, and confirmed by Lawton. No alcohol use, smoking or pets (with the exception of assistance dogs) are allowed at the building.

Lawton noted that keys to the Senior Center are held by her, her employee, the Town's Building Manager Mark Gates and ECO. She added that if the building is not used correctly by a group this may negate any future uses by that group. The building is available for use as early as 7 a.m., after school, in the evenings and weekends. The kitchen is locked at 4:30 p.m. Discussion ensued about whether or not the Town would invest in a 60-inch television for the facility that could be used for presentations or if an overhead projector was preferable.

Discussion addressed how the facility cannot be rented and how it does not need a new septic system related to the updated kitchen (\$57,000 of Community Preservation Act funds were designated for this purpose) that has Board of Health and Fire Department approval. The kitchen will be equipped with non-commercial grade appliances and be available to warm meals rather than do any extensive cooking.

Hubbard encouraged the use of the Senior Center as a Town asset and expressed his concern about the decisions related to the facility resting solely with the Town manager. He thought the facility should be rented when possible.

Also addressed was the COA newsletter that Lawton said has the printing funded through advertising. In addition, Lawton mentioned that cold lunch is served at the Senior Center on Tuesday and Thursday and has had excellent attendance. A free breakfast will be provided through Commonwealth of Mass. funding. She also explained that Beauport has successfully provided transportation to seniors where 147 trips were taken in July which is higher than the average number of trips taken by seniors on the Hamilton Wenham senior van (81 a month). Lawton confirmed that this change in service has been working well for Hamilton seniors.

Update and discussion on the **Collins Institute/CIC Grant**

Johnson explained that the Collins Institute using a CIC grant is analyzing building maintenance services for Hamilton, Wenham and HWRSD and will include public works, square footage of buildings, amount of staff required, road miles, etc. in a more detailed way than DOR analysis. A study report should be ready in the fall.

BOS Goals and Objectives

Johnson characterized ranking of categories related to increasing revenue, reducing costs, adding or improving Town services, managing people, departments and boards, how to use Town assets, making Hamilton a better place and making sure Town is doing the correct planning.

He summarized topics relative to category such as increasing revenue: uses of Patton Homestead, anaerobic digester and solar at landfill, revise zoning, sell Town parcels, Chapter 70 legislation. Also, items that came from the Selectmen's retreats including for reducing costs such as operational audit issues addressed, new budget from HWRSD, capital improvement plan, regional DPW, ECO and Fire Department, revise and update intermunicipal agreements with Wenham and possibly school department, set up benchmarks for schools, and regionalize health and building departments.

For add or improve Town services, the Board is looking at decision for Patton Park pool implementation, turf field at regional High School, increase services for seniors, river access and recreation field at Patton Homestead, increase communication to public and review trash program and its related educational materials.

Management of people and boards addressed Town manager's six month review coming up in October, human resources administrator, recruiting for boards and committees, personnel policy, and complete policy on liaisons for committees. Maximize Town assets included better use of Town buildings, Town Hall improvements and Cutler Park. Making Hamilton a better place addressed developing the downtown, beautification/nuisance and marketing Town.

From a planning perspective, an all boards meeting, housing development, forecast of income and spending were noted. Also, establish an acquisition policy for Chapter 61A properties. Identify three bylaws that need attention during all boards meeting.

Discussion addressed the average age of homeowner selling a house in Hamilton as 57 to 67 years old since many families educate their children and move out of Town. Also, if residents 57 to 65 remain in Hamilton this proves to be revenue positive relative to need for planning for housing and interest by many homeowners in downsizing. Other topics addressed were need for improved cellular telephone service in Hamilton (that Jennifer Scuteri offered to take on) and that Verizon should begin removing double telephones in Town this fall.

Discussion was on consensus of Board members on increasing revenue categories, reducing costs, and how to improve Town services. In addition, discussion addressed Selectman responsibility for Patton Park pool and turf field at the regional High School although this is not a joint responsibility for both Maddern and Hubbard and the pool project is now being overseen by the Town manager. Lombardo is also driving the anaerobic digester project. Hubbard expressed interest in working with Neill and HDC relative to marketing Hamilton and improving downtown.

Liaison Assignments

Discussion revisited if Hubbard and Maddern should be co-liaisons for Recreation board although Selectmen decided to keep the assignments as is with the exception of Scuteri serving as veteran service agent replacing former Selectman Jeff Stinson.

Discussion on Benchmarking

Discussion ensued about how benchmark information from cohort communities could be used to gauge the residential tax rate, how much is spent on teachers,

and budget process with consideration of future of ECO, if there should be quarterly reports and estimated versus actual budget numbers (it was noted that Town manager has budget responsibility for Hamilton). Lombardo suggested that results from community survey could be revisited.

Warrant Articles for Fall Special Town Meeting – review draft articles/placeholders

Finance Director Deborah Nippes-Mena summarized the proposed warrant articles for STM and noted that the warrant closes on September 23. Discussion ensued about placeholders for revised bylaws and that HDC was planning to request a funding article for permanent allocation of meals tax.

Also addressed was zoning change that would be required according to Town counsel if Patton Homestead were co-developed with a maximum of 12 modest homes (i.e., cottage housing). Details on where these residences would be located on the Patton Homestead site have to be defined. Also mentioned was whether or not the OSFD bylaw could be tweaked.

Discussion was about HWRSD request for authorization to borrow \$2.5 million for capital projects that would likely be included in two separate warrant articles and address \$500,000 for sprinkler system installation at Buker School.

Set date for next Board of Selectmen meeting

The Board's next meetings are scheduled for August 26, September 9 and 23. An all boards meeting including the HDC is planned for September 4 at the HW Public Library.

NEW BUSINESS

Board members suggested action items be defined for goals and objectives.

Johnson entertained a motion at 9:05 p.m. to adjourn the meeting. Hubbard so moved. Scuteri seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:


Clerk